

6 January 1976

MEMORANDUM FOR: DD/Pers-P&C

SUBJECT : Fighting Inflation and Reducing Operating Costs

REFERENCE : DDA Memo to D/Pers dtd 9 Dec 75, same subj.

In compliance with referent memorandum, there is shown below by established category, the semi-annual reporting of savings for the period ending 31 December 1975:


Group I - N.A.

Group II - N. A.

Group III

Two (2) Contract Employees (Annuitants) of the Qualifications Analysis Branch were changed from Full-Time to Part-Time (NTE 30 hours per week): one at grade equivalent GS-5/5 and the other at GS-11/10. In addition to a moderate savings in compensations paid, the need for 2 personnel ceilings was eliminated.

STAT


Chief, Control Division

7 JAN 1976

MEMORANDUM FOR: DD/Pers/P&C

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

The PMCD semi-annual report on inflation fighting efforts for the period ending 31 December 1975 is as follows:

Group I: Savings to date for the current fiscal year.

Although the cost savings which were suggested in PMCD's 31 March 1975 memorandum have been realized to an extent, it is not possible to quantify the actual savings that may have accrued. However, the following efforts are in addition to those previously listed:

1. Transfer of files to the Records Center for temporary storage has resulted in a savings in safe requirements (saving - one and one-half four-drawer safes).

2. The conversion to the Automated Staffing System has reduced the number of coding manhours required by approximately 50% (saving: one-half man-year at the GS-06/07 level).

Group II: Savings expected on an annual basis in future fiscal years.

1. Maintain one official set of 261 files, this will reduce file maintenance manhours, safe space and filing material (saving - one safe drawer).

2. Reduce the number of survey report copies retained (saving - one safe drawer).

Group III: One-time savings for the current or future fiscal years.

STAT

The planned move of PMCD from C of C Building should result in a measure of savings in time, and travel costs for the coming fiscal year. Based on STAT the number of Agency departmental employees assigned to components at C of C [redacted] our time and travel related to these elements are approximately [redacted] respectively. Clearly, a move from C of C Building to Rosslyn or Headquarters should result in savings.

STAT

[redacted]
Chief

Position Management and Compensation Division

81 MAR 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : Cost Savings

1. Greater utilization of category 3 reconditioned office equipment including: adding machines, calculators and typewriters. This would reduce the Agency initial investment in new equipment.

2. Require GSA guards to turn off office lights after conducting their security check.

3. Security checkers should turn off all lights after checking the individual offices as an energy saving (and money saving - if the Agency pays the utility bills) measure.

4. Insure an adequate supply of stick on address labels so that the envelopes can be reused.

5. Unused supplies and equipment should be returned to the supply room:

- a. File divider
- b. Several extra ash trays
- c. Large map mounted on hard board suitable for hanging
- d. Rolodex
- e. Mat to be placed under secretary's chair

STAT

- /s/

[Redacted Signature]

Chief

Position Management and Compensation Division

Distribution:

- 0 & 1 - Addressee
- 1 - PMCD Chrono

STAT

OP/PMCD [Redacted] b1c (31 March 1975)

DD/A 71853

9 DEC 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Systems Analysis Staff

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCE : Memo dtd 28 Feb 75 to DD's and Heads of
Independent Offices fr DCI; same subject

1. In the referenced memorandum the Director asked that we submit quarterly reports on our inflation fighting efforts. In the report submitted for the last quarter of FY 1975, I suggested and the Director agreed that future reports be submitted semi-annually. The first semi-annual reporting period ends 31 December 1975. Reports for this period should be forwarded to the DD/A Plans Staff by close of business 16 January 1976.

2. Savings should be described and quantified in the following categories:

Group I: Savings to date for the current fiscal year.

Group II: Savings you expect to make on an annual basis in future fiscal years.

Group III: One-time savings for the current or future fiscal years. This group should not include current fiscal year savings to date (Group I) or annual savings (Group II).

STAT

John F. Blake
Deputy Director
for
Administration

Administrative - Internal Use Only

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USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM:

DD/Pers-P&C

EXTENSION

NO.

STAT

DATE

7 January 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment)

STAT

RECEIVED

FORWARDED

1. EA/OP

STAT

The attached input from PMCD and Control Division are in response to your request re: "Fighting Inflation and Reducing Daily Operating Costs."

The Staffs have nothing to report.

STAT

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